

~~SECRET~~

Approved For Release 2001/07/12 : CIA-RDP78-05795A000100050021-8

OFFICE OF TRAINING

OPERATIONS SCHOOL

CLANDESTINE SERVICES RECORDS II #9

(Biographic Research)

31 July - 4 August 1967

30 Hours

Room 1-A-07, Headquarters

25X1A9a



Chief Instructor

Room 615, 1000 Glebe Road

Extension 3396

Group I  
Excluded from automatic  
downgrading and  
declassification

~~SECRET~~

Approved For Release 2001/07/12 : CIA-RDP78-05795A000100050021-8

~~SECRET~~

- F O R E W O R D -

CS RECORDS II (Biographic Research) is intended for Operations Officers and intelligence and clerical assistants who support operations through the recovery of information about persons of interest to the Clandestine Services. It introduces the principles, techniques, and specific procedures used in exploiting the various records of the Agency and other resources of biographic information. This course emphasizes research as performed by Headquarters personnel.

Biographic Research has often been called "name checking" and has been thought of as an administrative process. Persons who have insufficient knowledge of either the appropriate extent of the investigation or research or of the available sources of information have often been assigned to the "name check" task. As the Agency's operations became more complex and the record of these operations became more extensive, recovery of information from the record required more highly specialized knowledge to perform an adequate name check. This course represents a synthesis of the experience of professionals in the field of biographic research. The course provides an introduction to the professional skill necessary for adequate biographic research.

Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and in the available resources and repositories of information. Exercises in biographic research and in preparation of the reports required have a prominent place in the curriculum as well as practical work in responsibilities to the CS Records System at the completion of the research.


A kit of reading materials is made available by the Chief Instructor. The reading materials constitute an important part of the information which the students should absorb.

~~SECRET~~

S-E-C-R-E-T

Monday, 31 July 1967

0830-0900 Administration and Course  
Introduction

  
Chief Instructor

Issue of student kits, seating  
and student review of reading  
material and schedule.

Reading:

25X1A

Read: "An Experience in Name Tracing"  
 Chapter 1, Sec. 3&5

0900-0950 Biographic Research in the CS


An outline of research and investi-  
gative procedure. Biographic re-  
search at Headquarters related to  
investigation at the Field Station.

25X1A

1000-1040 FILM: An Exercise in Name Checking

1050-1200 OCR/Biograph Register

A description of OCR/BR sources  
and services available to the  
researcher.

  
C/OCR/BR/SR

1200-1300 Lunch

1300-1350 The Office of Security Index and  
Biographic Services

  
OS/OSD

25X1A

A description of the services  
provided by the Office of Secu-  
rity in both the checks of the  
various other US Government  
agencies and in providing  
investigative or research  
services.

1400-1500 Introduction to non-CS Indices and  
Files

Mr. 

25X1A

S-E-C-R-E-T

Tuesday, 1 August 1967

0900-1000 Collation and Analysis of Biographic  
Information

1000-1500 Biographic Research Practical  
Exercise

Wednesday, 2 August 1967

0900-1400 Biographic Research Practical  
Exercise (continued)

1400-1500 Writing the Meaningful Report

CI Staff

9a

25X1A

Thursday, 3 August 1967

0900-1400 Biographic Research Practical  
Exercise (concluded)

Mr.

25X1A

Friday, 4 August 1967

0900-1130 Critique of Practical Exercise

1130-1200 Final Administration